

Job Description

Deputy Network Manager

Pay and Conditions: Surrey Pay Scale (S8)

Hours: 36 hours per week, Monday to Friday

Working weeks: 52 weeks per year

Out of Hours work: Will be required on occasion which will be compensated in accordance with contractual terms and conditions.

Reports to: IT Network Manager

Responsible for: N/A

Purpose of Role:

Support the stable operation of the school's IT network infrastructure. This includes installing, configuring, maintaining and optimising all network hardware, software and communication links while ensuring minimal network downtime.

Key Responsibilities:

1. Ensure that the school's ICT environment is safe and secure and protected, by keeping servers and computers patched and up to date.
2. Maintain and support all desktop computers, laptops and software.
3. Assist in the management of active directory and group policy on the network.
4. Proactively monitor and maintain network infrastructure to optimise performance and prevent avoidable downtime.
5. Assist with server based tasks such as tape backups and the upgrading and patching of the Sims server.
6. Set-up and deployment of network printers.
7. Assist in the deployment of restricted user accounts for exams and controlled conditions student work.
8. Assist with requests to block and/or unblock websites or categories.
9. Manage the configuration of curriculum based software, examples being Sanako and Netsupport School.
10. Assist technicians in their duties.
11. Provide continued technical support and services in the absence of the network manager.
12. Undertake any other responsibilities as directed by the Network Manager.